

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of the Executive Director
Human Resources**

RECRUITMENT NOTICE

Position: Human Resources Assistant (Legislative Associate I)

Base Salary: \$40,400 - \$53,600, depending on experience and qualifications

Principal Duties: Perform administrative and clerical personnel work; provide employees with orientation and assistance in regard to general rules and policies, including employee benefits; assist with the administrative aspects of candidate recruitment, including reporting; maintain personnel records; greet and assist customers; answer and forward incoming calls; prepare correspondence and reports; and provide support for HR projects.

Qualifications:

- Bachelor's Degree from an accredited college or university
- Minimum two (2) years of HR administrative experience
- PHR/SPHR preferred
- Exceptional telephone and customer service skills
- Strong written and verbal communication skills, attentive to detail in composing, typing, and proofing materials, and competent with numbers
- Strong organizational skills with ability to utilize time effectively, meet deadlines, and manage multiple priorities
- Ability to work independently and exercise a high level of skill and judgment and successfully function in a team environment
- Ability to maintain the highest level of confidentiality
- General knowledge of federal and state employment laws and practices
- Proficiency with Microsoft Suite and familiarity with HRIS systems (preferably SAP)
- Availability to work overtime hours to meet legislative schedules

SEND RESUME AND LETTER OF INTEREST TO:

Department of Legislative Services Human Resources Office

90 State Circle, Room 311

Annapolis, MD 21401-1991

Fax: 410 946-5140 or 301 970-5140

e-mail: jobs@mlis.state.md.us Website: <http://mgaleg@maryland.gov>

Code 14/15W (Required on all Resumes)

OPEN UNTIL FILLED

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